

**InterOffice Memorandum**  
**September 9, 2013**

To:           Monika Arris/Budget Director

From:         Dan James/Facilities Director

RE:           Budget Adjustment

---

I am requesting approval of a budget adjustment to allow for the issuance of janitorial inventory supplies totaling \$20,000 for the remainder of FY2013. This is due largely to increased usage.

Thank you for consideration of my request.

C:\budgetadjustmentshared\janitorial2013